

# MANUAL PAYS - REGULAR PAYS

SCREEN ID: HTMPA

ATTACH TO FORM PR-10.1 (HTM00)

COMPANY NUMBER				EMPLOYEE NUMBER								T C D	PAGE NUMBER					
0	0																	

EMPLOYEE NAME (FOR REFERENCE ONLY)

BALANCE ON SCREEN HTMCK  
WHEN ENTRY IS COMPLETE

(1) OT	(2) SH	(3) HOURS	(4) SAL/AMOUNT	DPT/SEC	LABOR CODE		ST/LOC	(5) A D J
					FR-DATE	TO-DATE		

## (1) OT (Overtime) Code

Blank, 0 Not Overtime  
1 OT1  
2 OT2

## (2) SH (Shift) Code

0 or 1 None  
2 Second Shift  
3 Third Shift

## (3) Hours

Number of regular hours to update - 2 decimal  
If a 2 or 3 in the SH field - updates shift hours only

SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

## (4) Salary/Amount

Amount or Salary to be updated - enter as 2 decimal  
If a 2 or 3 in the SH field - updates shift amounts

## (5) ACCEPTABLE VALUES:

BLANK,+ Positive Adjustment  
- Negative Adjustment  
P Positive Adjustment - Will be reflected in the employee's next earnings notice  
Will increase appropriate fields in employee's masterfile.  
M Negative Adjustment - Will be reflected in the employee's next earnings notice  
Will decrease appropriate fields in employee's masterfile.

Authorized Signature

Date

Keyed By

Date

Form PR-10.2  
Rev 10/04